

# Ngoc Mai (Melanie) Duong

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## EDUCATION

Dickinson College  
Bachelor of Science

Carlisle, PA  
Expected May 2026

- **Double Major:** Data Analytics and International Business & Management.
- **Major GPA:** 3.7/4.0 | Dean's List (2023-24).

## SKILLS

**Programming Languages:** Python, R, SQL.

**Software Applications:** Alteryx, Power BI, Tableau, Power Query, Microsoft Office, Google Workspace, SPSS, Looker Studio.

**Analysis Skills:** Data Wrangling, Data Visualization, Data Mining, Data Manipulation, Regression Analysis.

## WORK EXPERIENCE

Carlisle Construction Materials (Manufacturing)

Carlisle, PA

Quality Service Intern

June 2025 – August 2025

- Conduct data manipulation and data cleaning of metal type and thickness to 1,000+ shipment dataset.
- Identify and classify the origination, destination, and mileage of shipments that are damaged in transit.
- Create a report dashboard showing customer claims about freight with a focus on orders damaged during transit.
- Adding mechanical properties to Mill Certification Data to help with Oil Canning Problem Solving.

Utz Brands, Inc. (Consumer Packed Goods)

Remote

Marketing Data Analyst Intern

February 2025 – May 2025

- Cleaned and transformed the 2,000+ observation dataset about sales and inventory data prediction and real numbers from previous years.
- Create tables and visualizations to compare figures over time and identify trends across different product lines.

MISA, JSC (SaaS Platform)

Hanoi, Vietnam

Business Analytics Intern

August 2024 – December 2024

- Transformed and cleaned 3+ data sets, each containing 10,000+ observations on Google Sheets to monitor the order volume for the Retail department.
- Developed 2+ reports for the Retail department utilizing Google Sheets: Sales Qualified Lead Report and Revenue Report.

Kudu Investment Management, LLC (Private Equity)

New York, NY

Data Science Intern

May 2024 - July 2024

- Developed a sample dataset in Excel and built a Power BI dashboard template to track portfolio funds.
- Transformed and cleaned a 400+ observation dataset on the competitive landscape within the industry using Python.
- Used Power BI to establish a dashboard highlighting the performance of Kudu in comparison to other competitors.

BASE.VN (SaaS Platform)

Hanoi, Vietnam

Data Analyst Intern

June 2023 – August 2023

- Developed a 3,000+ observations dataset on employee performances for personnel evaluation and a 2,000+ observations dataset on complaint cases at a Telecommunication company in Vietnam from January to June 2023 using Excel.
- Utilized Power BI to establish data visualizations for personnel evaluation and complaint cases.

## PROJECTS

[Real Estate Pricing in Hanoi Analysis](#)

[View GitHub](#)

- Utilized Microsoft Excel to clean a 22,000+ observation dataset on the price of real estate across 12 central districts of Hanoi from July to October 2022 and the corresponding period in 2023.
- Conducted regression and correlation analyses, implementing IBM SPSS Statistics, and built visualizations on ArcGIS.

[Penn Dot Bicycle Crashes Analysis](#)

[View GitHub](#)

- Utilized Pandas and Matplotlib packages in Python to clean 10 datasets with 100,000+ observations about bicycle accidents in Pennsylvania from 2012 to 2021.
- Analyzed the dataset using Tableau to identify the number of cyclists killed or injured in accidents.